

Title:	Sustained Superior Performance or Exceptional Achievement Award	
Purpose:	To recognize officers and employees of the City and County of Honolulu for continuous superior performance or exceptional act(s).	
Issued by:	Employment and Personnel Services	Date: February 15, 2005
References:	Hawaii Revised Statutes §78-29; Mayor's Directive 80 (3-13-83); Managing Director's Reference 19 (7-17-81); CS Circular 881 (3-19-73)	

I. POLICY

It is the policy of the City and County of Honolulu (City) to recognize sustained superior performance and exceptional achievement as follows:

II. TYPES OF AWARDS

A. Sustained Superior Performance

Sustained Superior Performance awards recognize officers and employees who maintain a continuous record of superior performance of all significant duties assigned for a period of at least two (2) consecutive years.

B. Exceptional Achievement

Exceptional Achievement awards recognize officers and employees who perform an exceptional act(s) that is special, unique and non-recurring in nature. An individual performs the act(s) or a group of individuals engaged in a common effort.

III. DEFINITIONS

A. Sustained Superior Performance Award

"Sustained superior performance" means the maintenance of a continuous record of superior performance of all significant duties assigned for a period of not less than two (2) consecutive years of City service. "Significant duties" are those primary duties and responsibilities that are assigned to the employee's position and which occupy the major part of the employee's work time.

B. Exceptional Achievement Award

"Exceptional achievement" means the performance of an exceptional act(s) that is special, unique and non-recurring in nature by an employee or a group of employees engaged in a common effort.

IV. ELIGIBILITY

All officers and employees, including those exempted from civil service are eligible for these awards, except appointed department heads and their deputies.

A. Sustained Superior Performance Award

Employees may be nominated each year if they did not receive an award in the preceding year.

B. Exceptional Achievement Award

Employees may be nominated for exceptional act(s) that have been performed within a one-year period prior to the recognition ceremony or within the appropriate period set by the Director of Human Resources (Director).

V. PROCESSING OF NOMINATIONS

A. The immediate or higher level supervisor will initiate the nominations for either award on behalf of the employee(s). Nomination forms are available at the Department of Human Resources (DHR). Should supervisors have questions or concerns regarding either award, they are encouraged to contact the DHR.

B. Sustained Superior Performance Award

1. The immediate or higher level supervisor will prepare the nomination form (DHR-EPS-55) to substantiate the employee's performance to include the following:
 - a) Description of the performance requirement(s) for each significant duty.
 - b) Explanation of how the employee's performance substantially exceeded these requirements. The supervisor may forward the employee's performance evaluation worksheet as supportive documentation.
2. After the appointing authority's review and approval, the nomination form and four (4) copies will be submitted to the DHR.

C. Exceptional Achievement Award

1. The immediate or higher level supervisor will prepare the nomination form (DHR-EPS-54) to substantiate the exceptional act of the employee(s) and include the following:
 - a) Description of the exceptional, one-time, non-recurring act(s).
 - b) Justification that distinguished the act(s) from normal duties.
 - c) For group efforts, describe each member's contribution to the achievement.
2. After the appointing authority's review and approval, the nomination form and four (4) copies will be submitted to the DHR.

D. Performance Award Advisory Committee review and final approval of the Mayor

1. The DHR, Employment and Personnel Services Division is responsible for appointing the members of the Performance Award Advisory Committee.
2. The nomination(s), with the Committee's recommendation for the granting of awards, shall be transmitted to the Mayor for approval.
3. The DHR coordinates with the Mayor's Office and originating department(s) to obtain the appropriate award(s).

VI AWARDS

Each department shall fund the cost of the award(s) out of available operating funds.

A. Sustained Superior Performance Award

The Sustained Superior Performance Award shall consist of an appropriate award as determined by the Director. The amount expended shall not exceed \$100. In addition, a Mayor's Certificate of Merit and a letter of commendation shall be given to the employee. A copy of the commendation shall be placed in the employee's personnel folder.

B. Exceptional Achievement Award

The Exceptional Achievement Award shall consist of an appropriate award as determined by the Director. A minimum of \$25 to a maximum of \$250 shall be expended on the award and a minimum of \$25 shall be expended for individual members for group recognition. In addition, a Mayor's Certificate of Merit and a letter of commendation shall be given to the employee. A copy of the commendation letter shall be placed in the employee's personnel folder.

VII. AWARDS PRESENTATION CEREMONY

The DHR shall coordinate and arrange for the honorary recognition of employees at appropriate ceremonies.

NOMINATION FOR SUSTAINED SUPERIOR PERFORMANCE AWARD

The nominee's immediate or higher level supervisor completes this form.

Name of Nominee and Position Title

Department/Division

DESCRIPTION OF PERFORMANCE

Describe the sustained superior performance as thoroughly as possible and be sure the statement contains the following basic information:

- (1) Describe the performance requirement for each significant duty.
 - (2) Explain how the employee's actual performance substantially exceeded the normal performance requirements for each significant duty. (The employee's Performance Evaluation may be attached as supportive documentation.)
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(Affix attachments as needed)

Signature of Supervisor

Position Title

Department/Division

Date

DEPARTMENT HEAD TO COMPLETE

I have reviewed the nomination, approve it and confirm that our department will fund the award.

Department Head's Signature:

Date:

The original and 4 copies must be forwarded to the Department of Human Resources.

DHR-EPS-55

NOMINATION FOR EXCEPTIONAL ACHIEVEMENT AWARD

The immediate or higher level supervisor of the nominee(s) completes this form.

Name of Nominee(s) and Position Title(s)

Department/Division

DESCRIPTION OF ACHIEVEMENT

Describe the achievement as thoroughly as possible and be sure the statement contains the following basic information:

- (1) Describe the exceptional, one-time, non-recurring act(s) that occurred or was performed within the time period set by the Director of Human Resources.
 - (2) Justification that distinguishes the act(s) from normal duties.
 - (3) For group efforts, describe each member's contribution to the achievement.
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(Affix attachments as needed)

Signature of Supervisor

Position Title

Department/Division

Date

DEPARTMENT HEAD TO COMPLETE

I have reviewed the nomination, approve it and confirm that our department will fund the award.

Department Head's Signature:

Date:

The original and 4 copies must be forwarded to the Department of Human Resources.

DHR-EPS-54